Step by Step Instruction:
How to Conduct Direct Certification using File Upload: Standard Format

Arizona Department of Education

Released May 2014

"How to Conduct Direct Certification using File Upload: Standard Format" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

File Upload:
Standard Format

File Upload: Standard Format

- **This method is recommended to search the eligibility of a large number of students.**
- User must:

1. Create an excel spreadsheet and enter the first name, last name and birthdate of the students
2. Save the excel spreadsheet
3. User must upload the file into CNPDirectCertification system to run the report

File Upload:
Standard Format

The Step by Step Instruction will review:

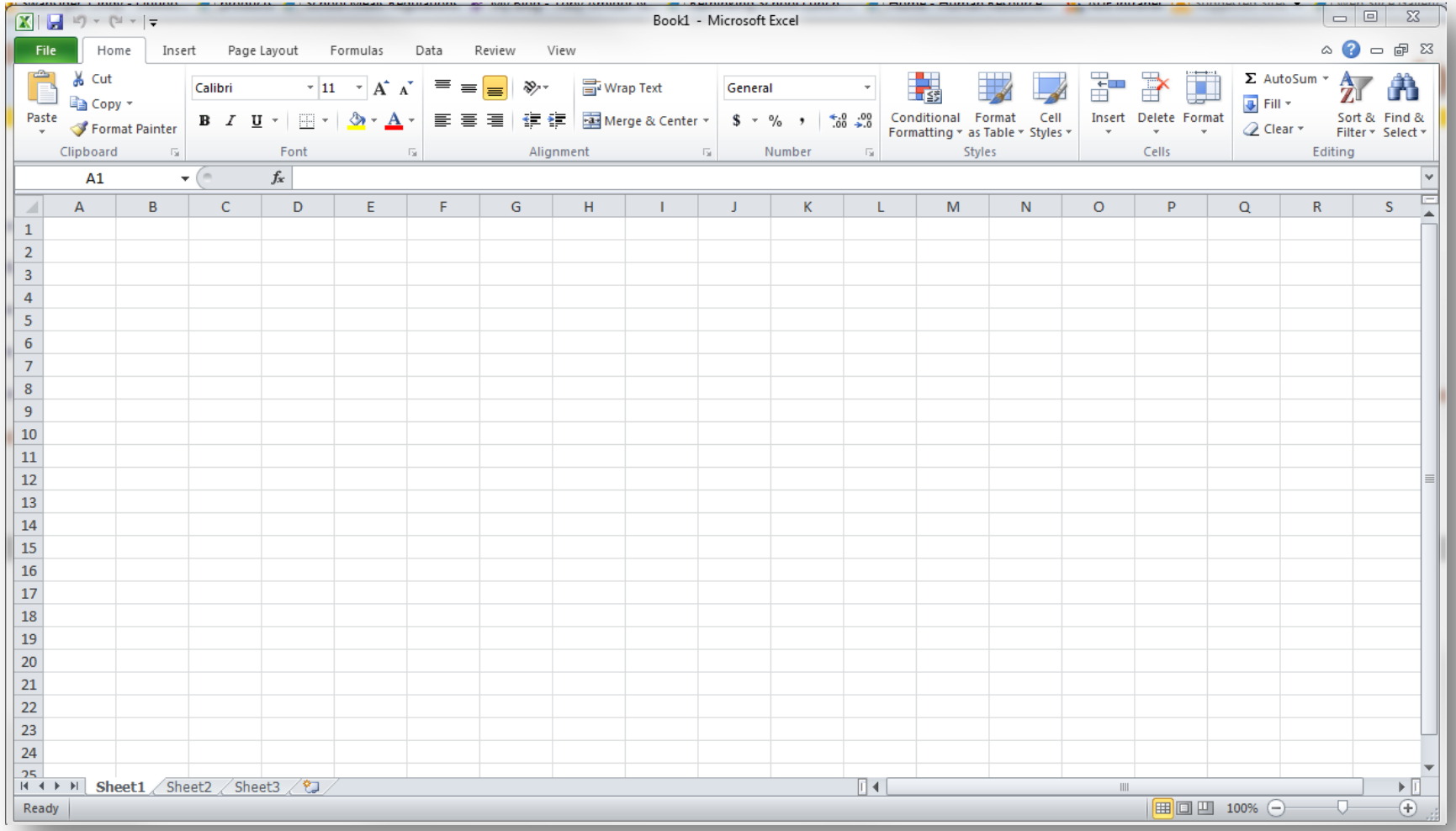
Create the Excel Spreadsheet for SSN	Slides 4-16
Log into CNP Direct Certification	Slides 17-24
Uploading the Excel Spreadsheet for SSN	Slides 25-32
Results of DC Report	Slides 33-40
Upload Errors	Slides 41-44

The following slides will only cover how-to instructions for File Upload using Standard Format. ***Please refer back to the ADE webpage for other upload methods.***

Creating the Excel Spreadsheet

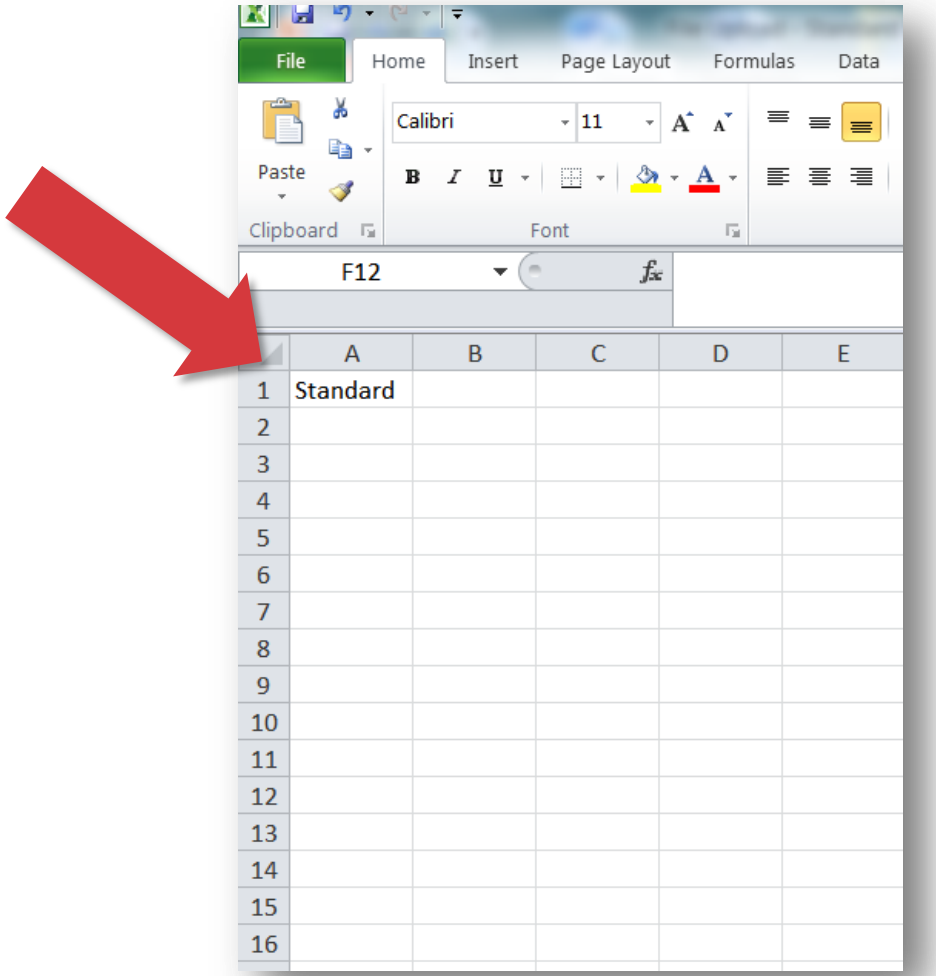
Creating a File Using Standard Format

1. Open the Excel application on your computer. Your screen should have a blank spreadsheet.



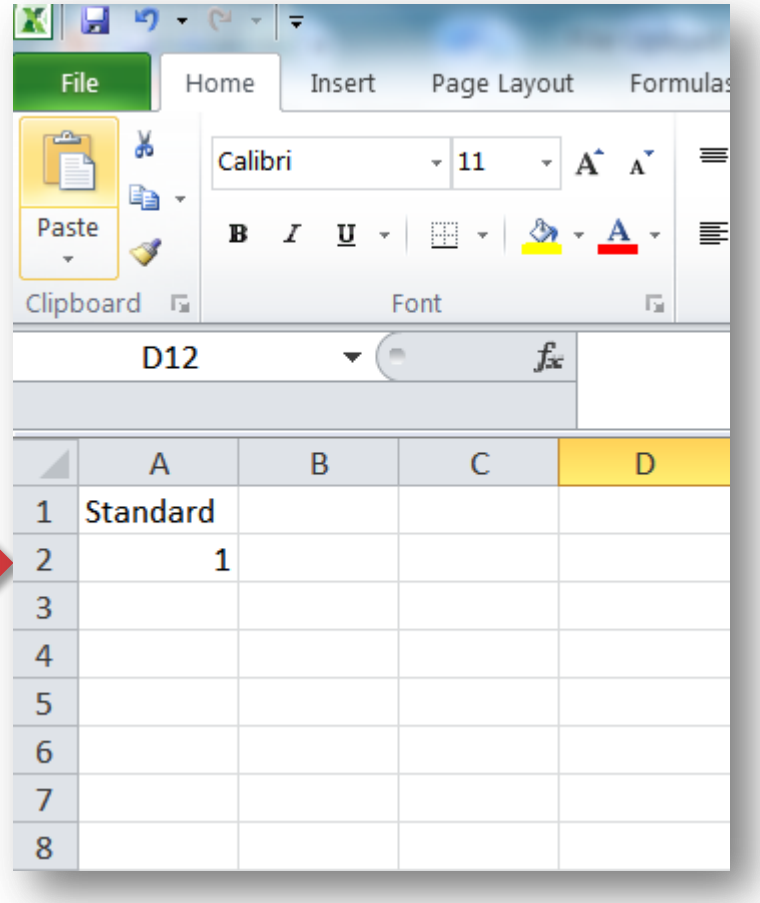
Creating a File Using Standard Format

2. Type the word "Standard" entered into cell A1.



Creating a File Using Standard Format

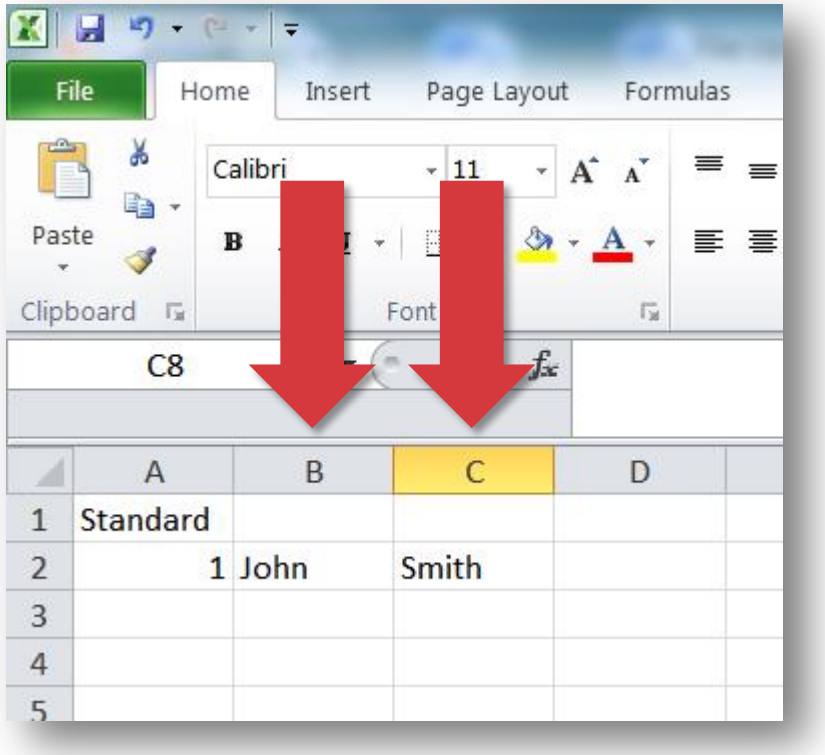
3. Starting on row 2, type any number under the word Standard. Best practice type the number "1" in column A or the student's school ID. For every student name, there will be a record number. For example, record numbers could be entered sequentially by 1, 2, 3 … etc. User may enter unlimited amount of entrees.



It does not matter which student name is listed next to which record number.

Creating a File Using Standard Format

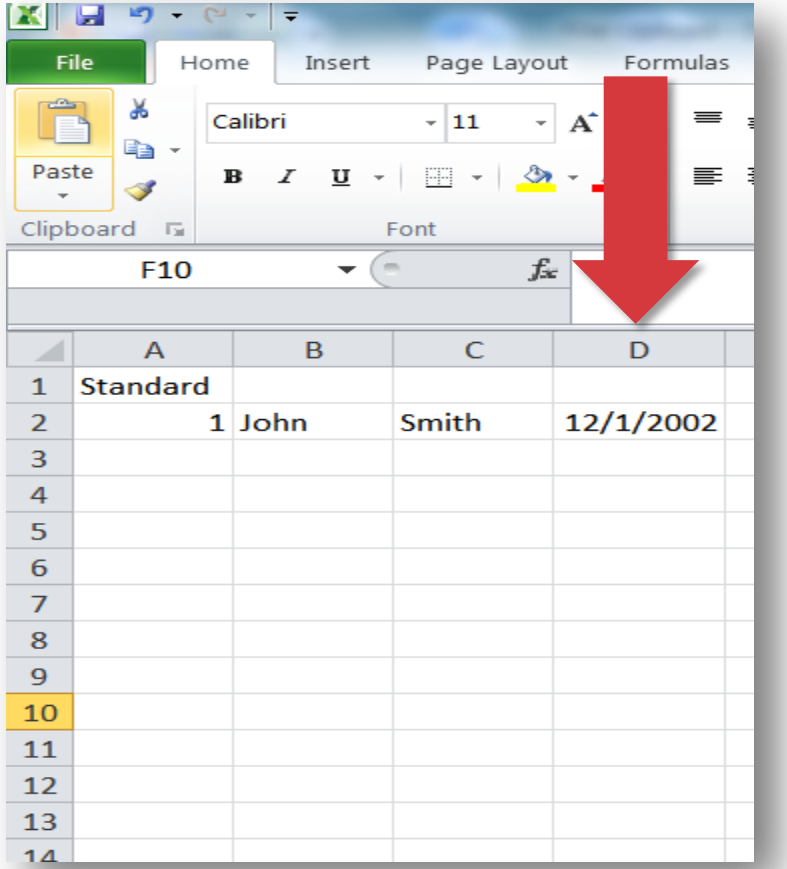
4. Next to the record number "1" type in the student's first name in column B and the student's last name in column C.



First name must be in column B. Last name must be in column C.

Creating a File Using Standard Format

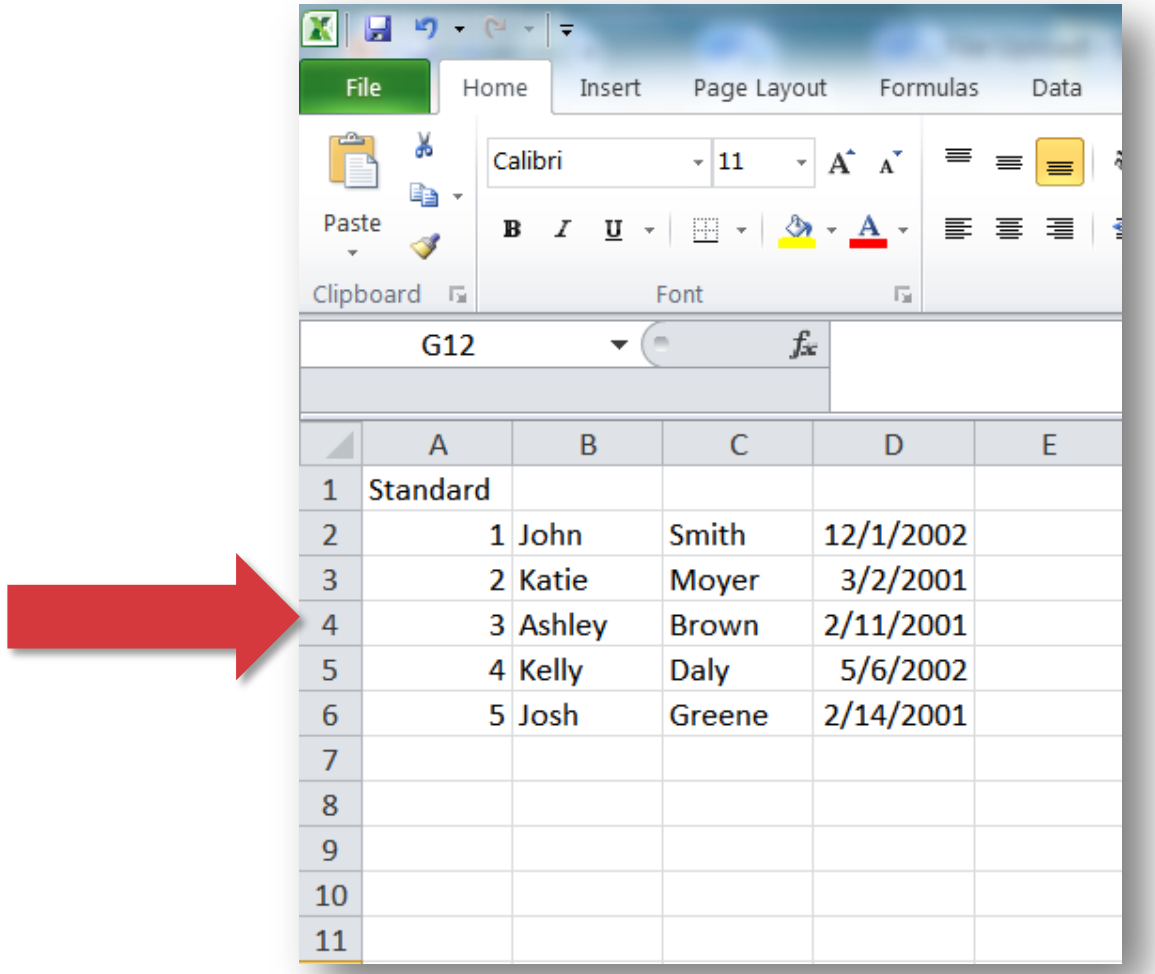
5. Enter student's birthday in column D in the format: mm/dd/yyyy. *(Note: Excel will automatically remove the zeros for the day and month)*



Make sure the year has 4 digits.

Creating a File Using Standard Format

6. Repeat steps #3-5 for every student. Each row must have a record number, first name, last name, and birthdate.

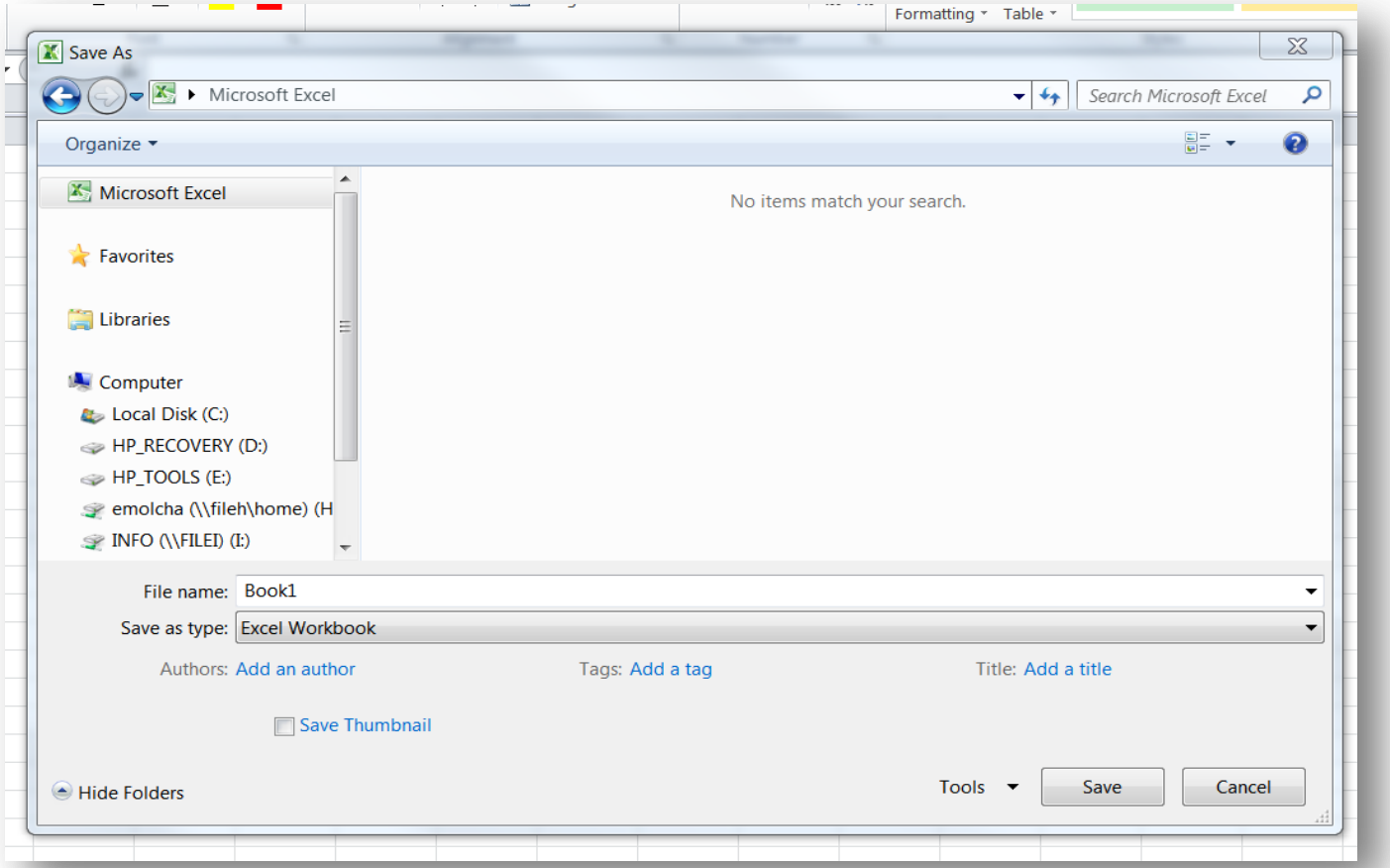


	A	B	C	D	E
1	Standard				
2	1	John	Smith	12/1/2002	
3	2	Katie	Moyer	3/2/2001	
4	3	Ashley	Brown	2/11/2001	
5	4	Kelly	Daly	5/6/2002	
6	5	Josh	Greene	2/14/2001	
7					
8					
9					
10					
11					

Creating a File Using Standard Format

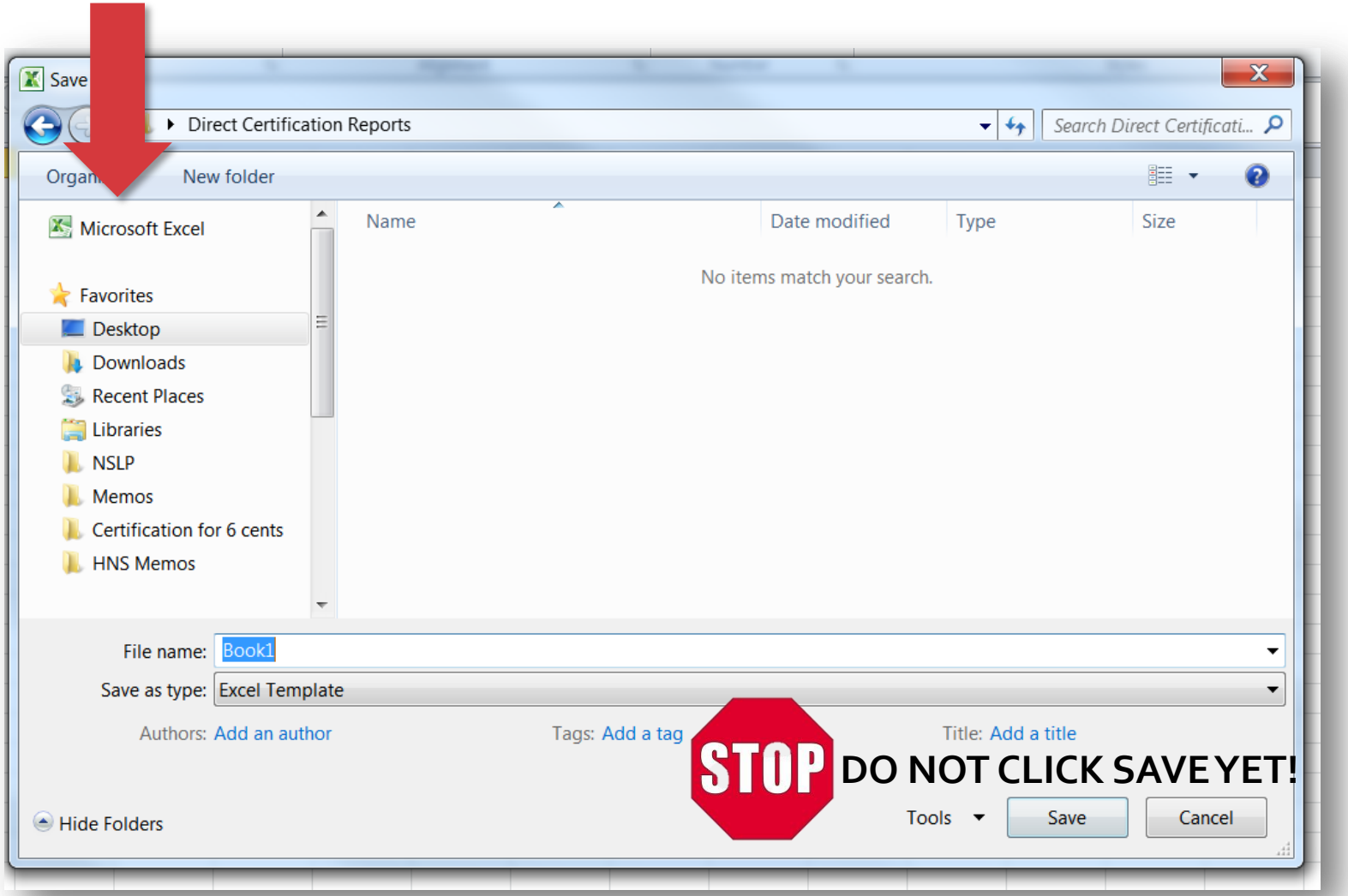
7. When all student's have been entered, click "File" and choose the option "Save As". A small window should appear.

DO NOT CLICK SAVE YET!



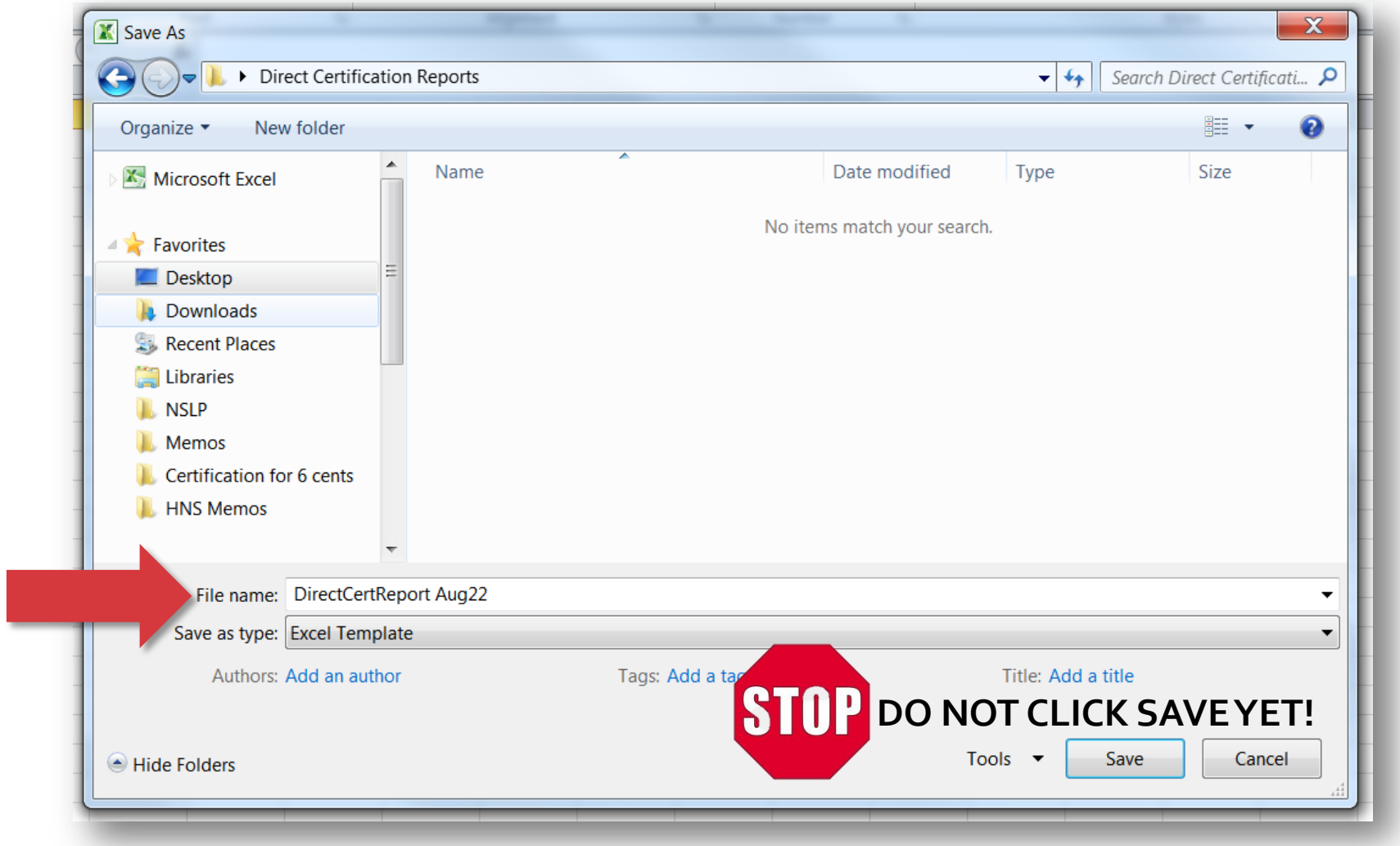
Creating a File Using Standard Format

8. Select the location where to save the file.



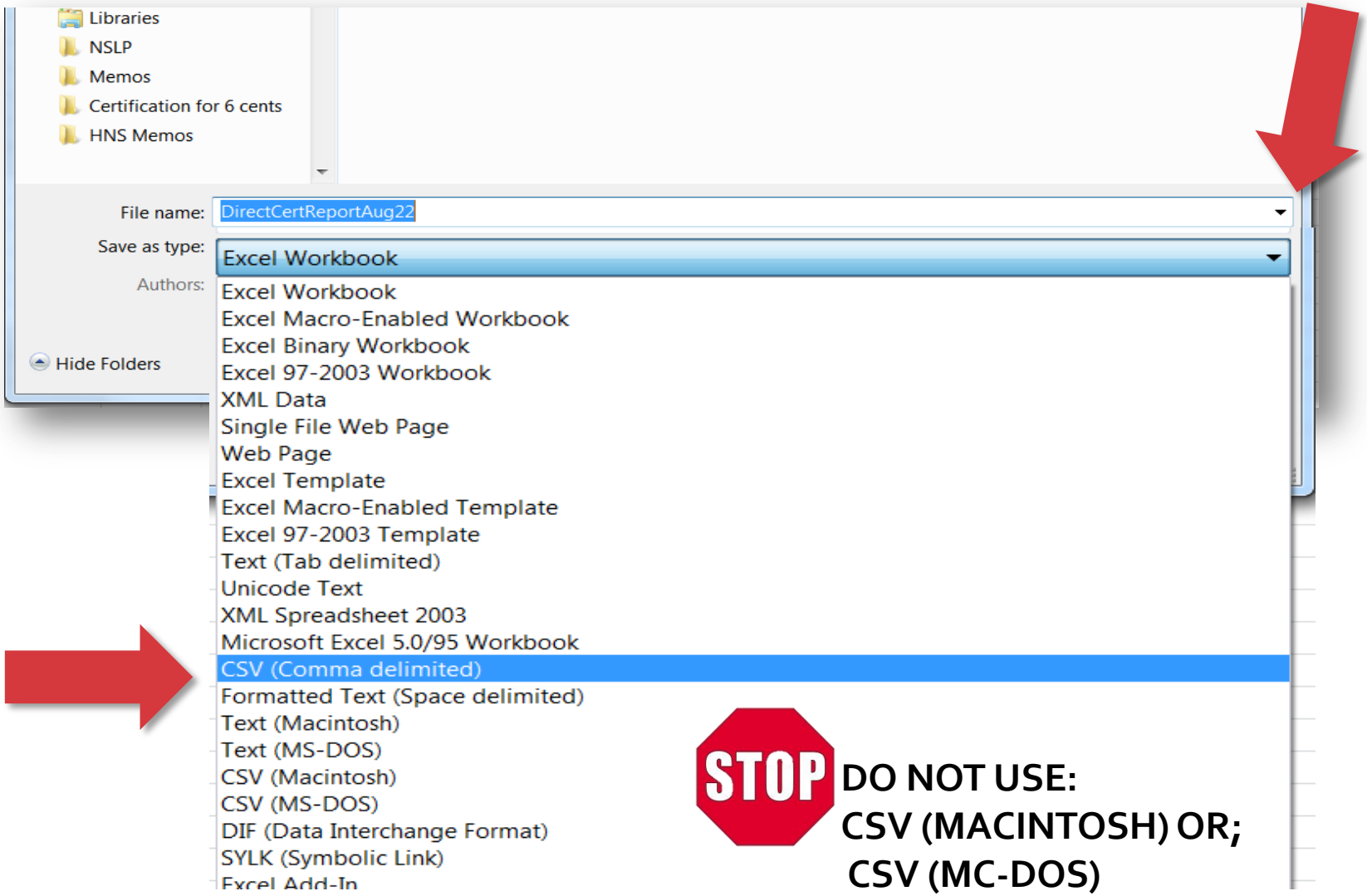
Creating a File Using Standard Format

9. In the field "File Name", name file. *As best practice, user may wish to include date in file name.*



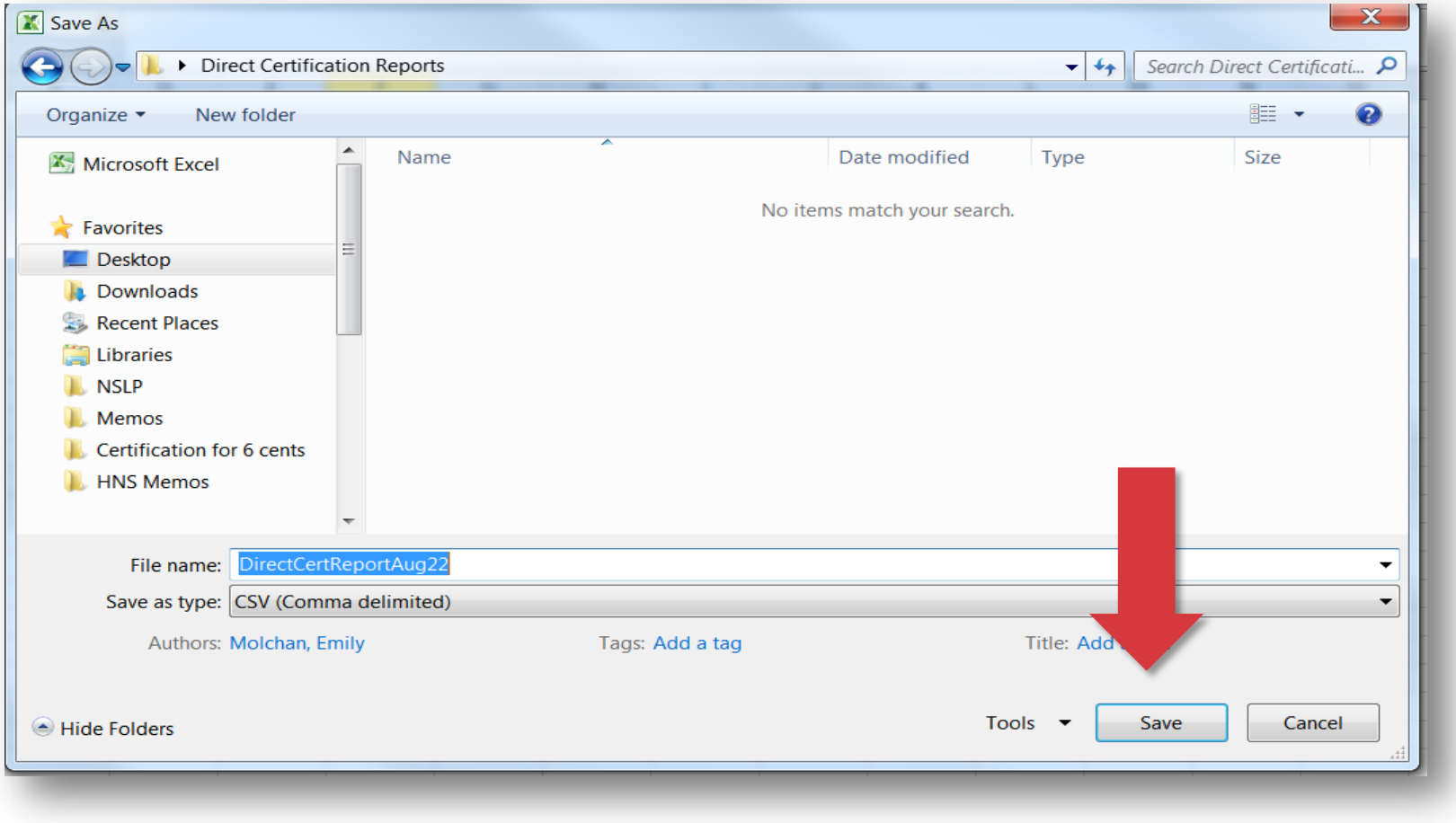
Creating a File Using Standard Format

10. In the field "Save as type", use the drop down to select CSV (Comma delimited).



Creating a File Using Standard Format

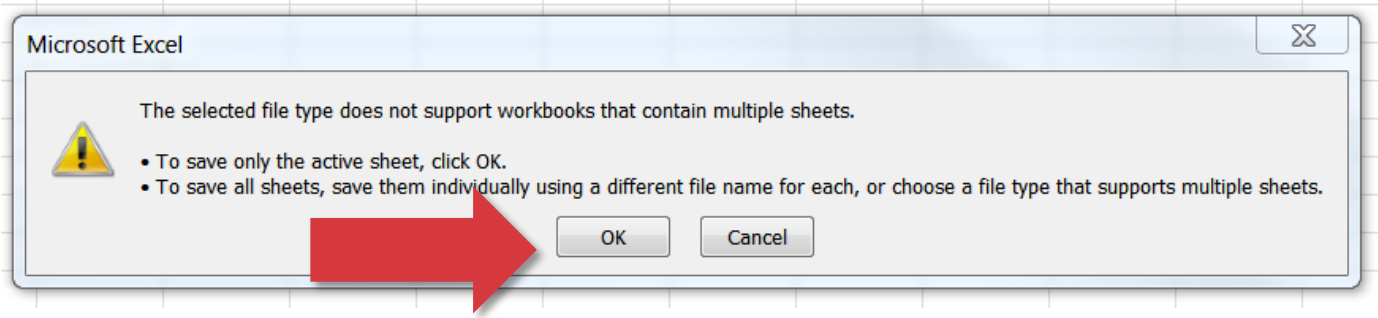
11. Click "Save"



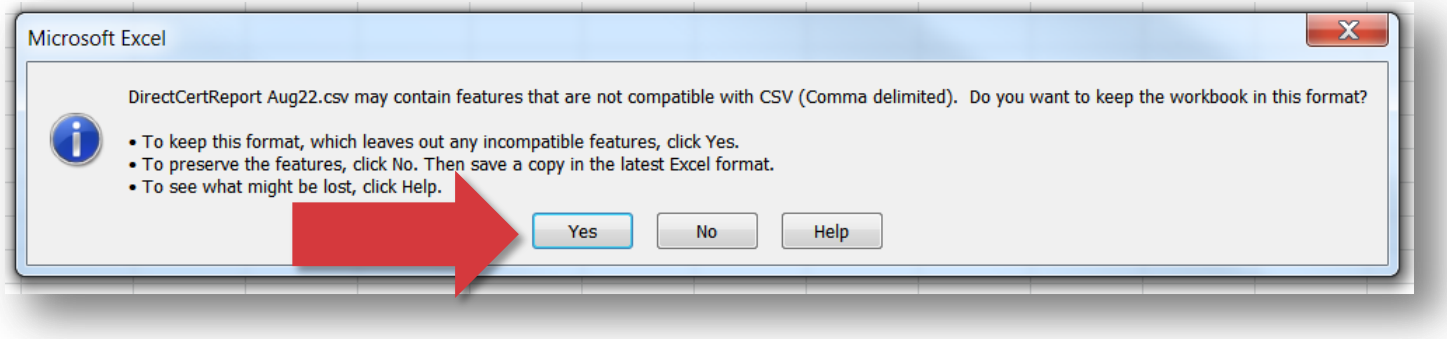
Creating a File Using Standard Format

Depending on the which version of excel, the following windows may pop up after clicking “Save”.

Click “OK” to confirm saving the file.



Click “Yes” to confirm saving the file.



Log into CNP Direct Certification

Log into CNP Direct Certification

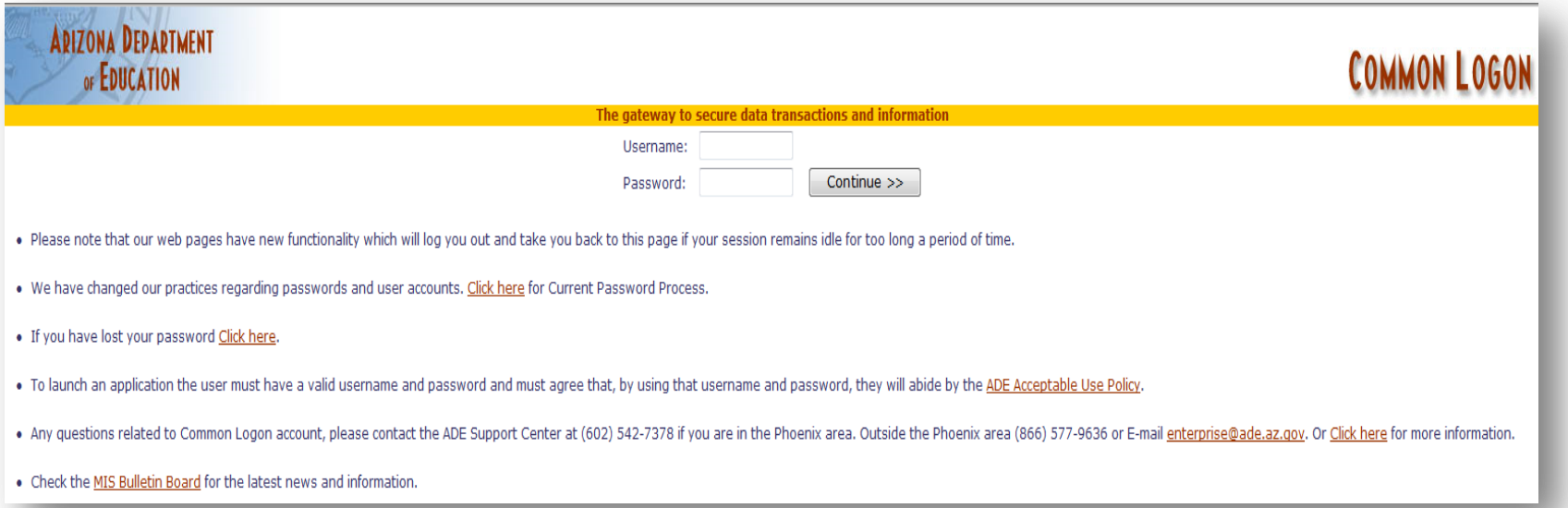
9. Go to the ADE health and Nutrition Webpage: http://www.azed.gov/health-nutrition/

Log into CNP Direct Certification

10. Locate "Common Logon" on the upper right of the webpage. Click on the Common Logon link.

Log into CNP Direct Certification

A new webpage will load. It should look like this screen.



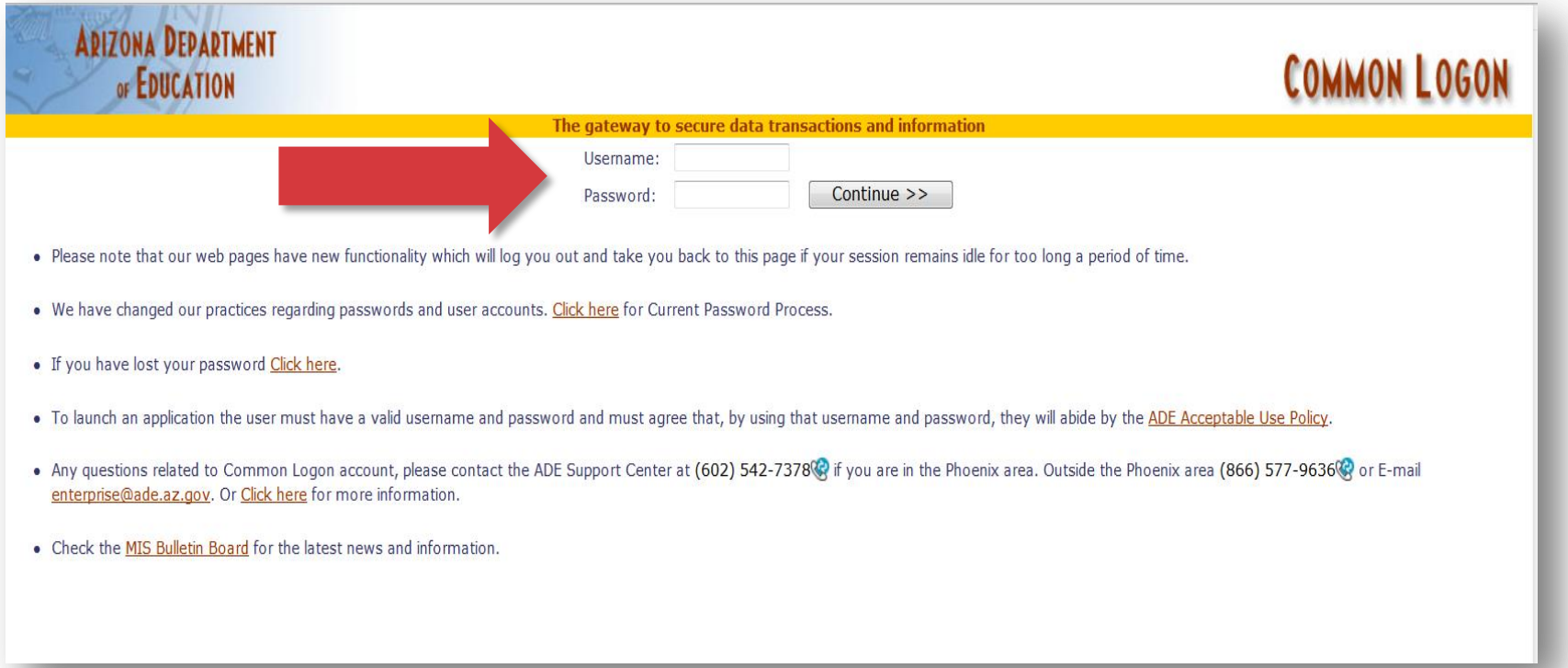
You must have a user name and password in order to access Common Logon.

At http://www.azed.gov/health-nutrition/nslp/program-forms/

1. Read the Online Training Manual
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days

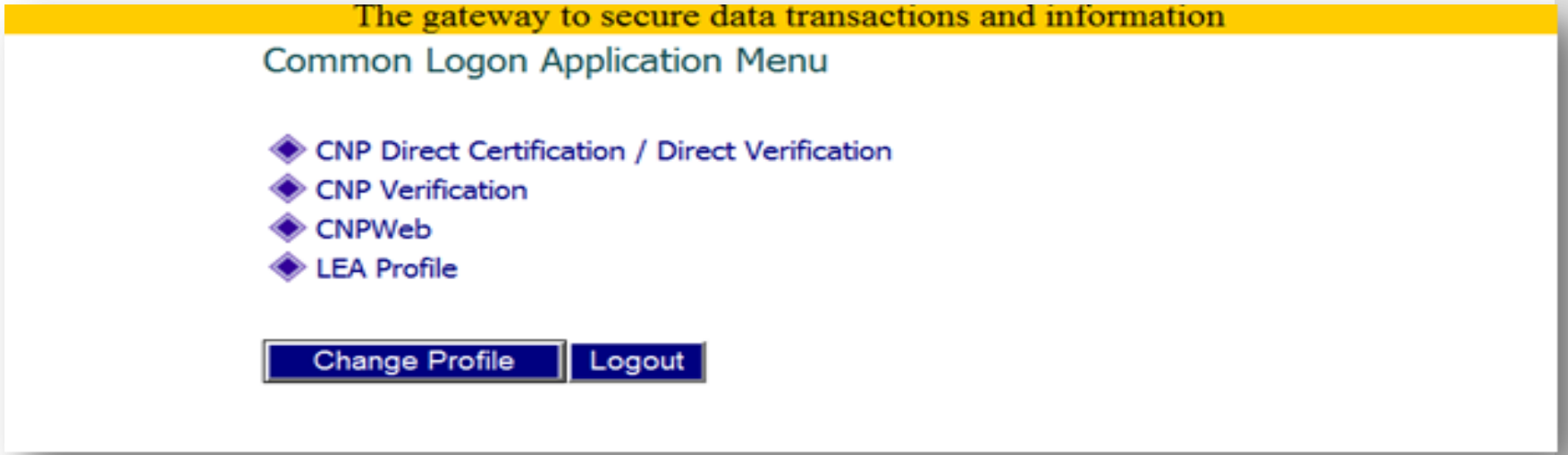
Log into CNP Direct Certification

11. Enter your Username and Password.



Log into CNP Direct Certification

Once logging in, your webpage will show all Common Logon Applications you have access to.



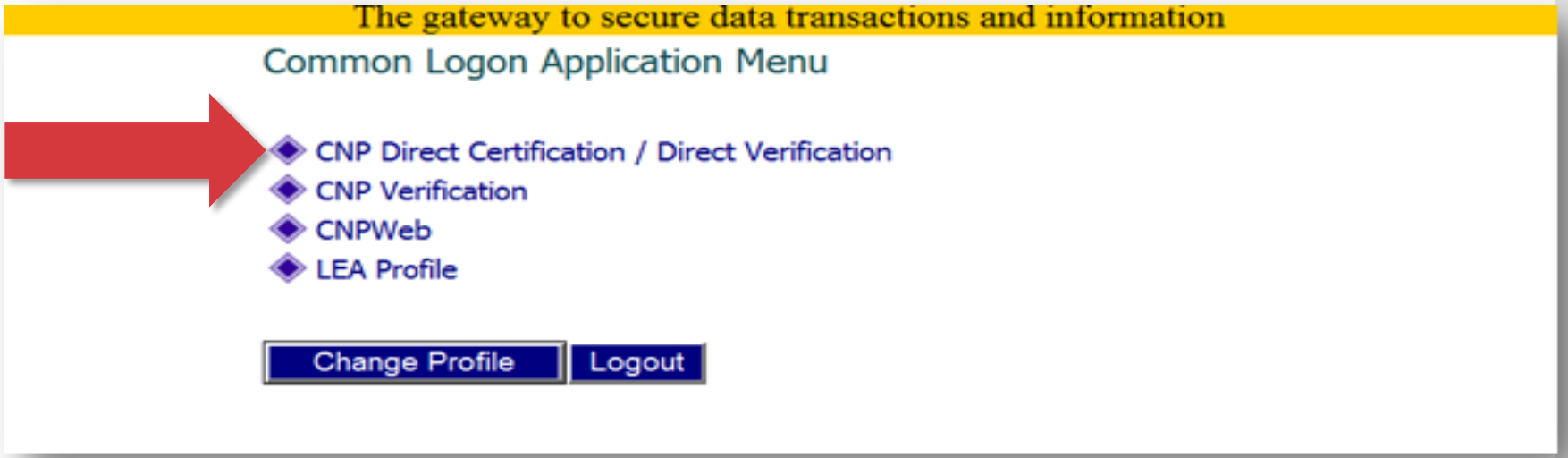
You must have access CNP Direct Certification/Direct Verification.
This is an *additional* option on the Common Logon Permissions form.

If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:
At http://www.azed.gov/health-nutrition/nslp/program-forms/

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to ADD the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

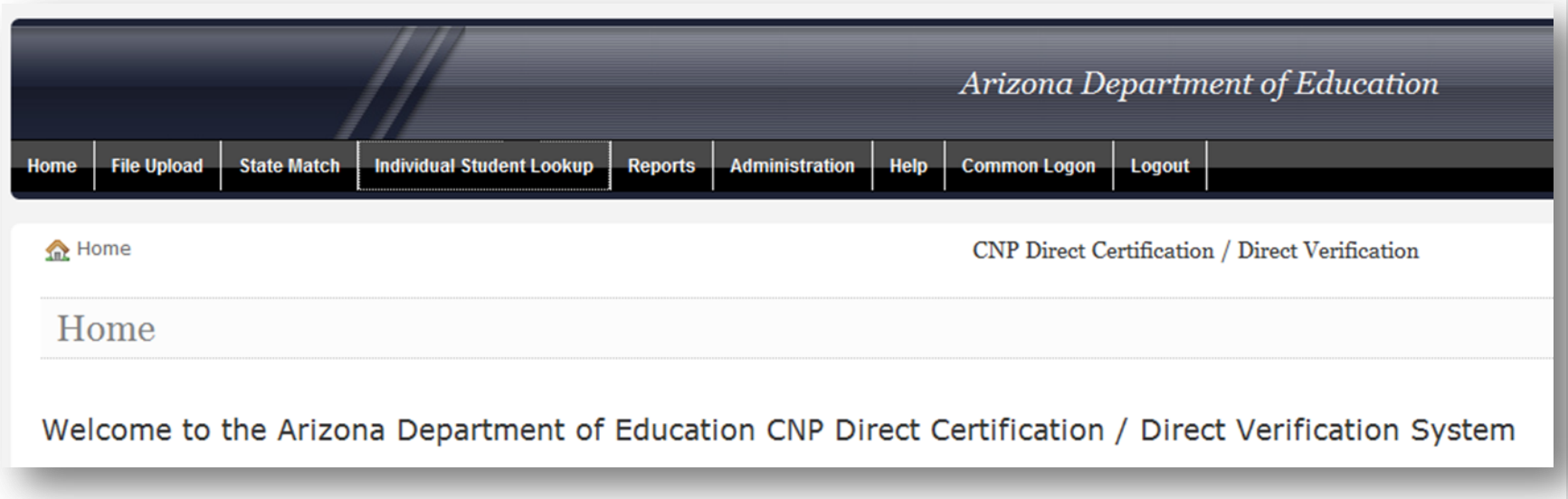
Log into CNP Direct Certification

12. Click on CNP Direct Certification/Direct Verification



Log into CNP Direct Certification

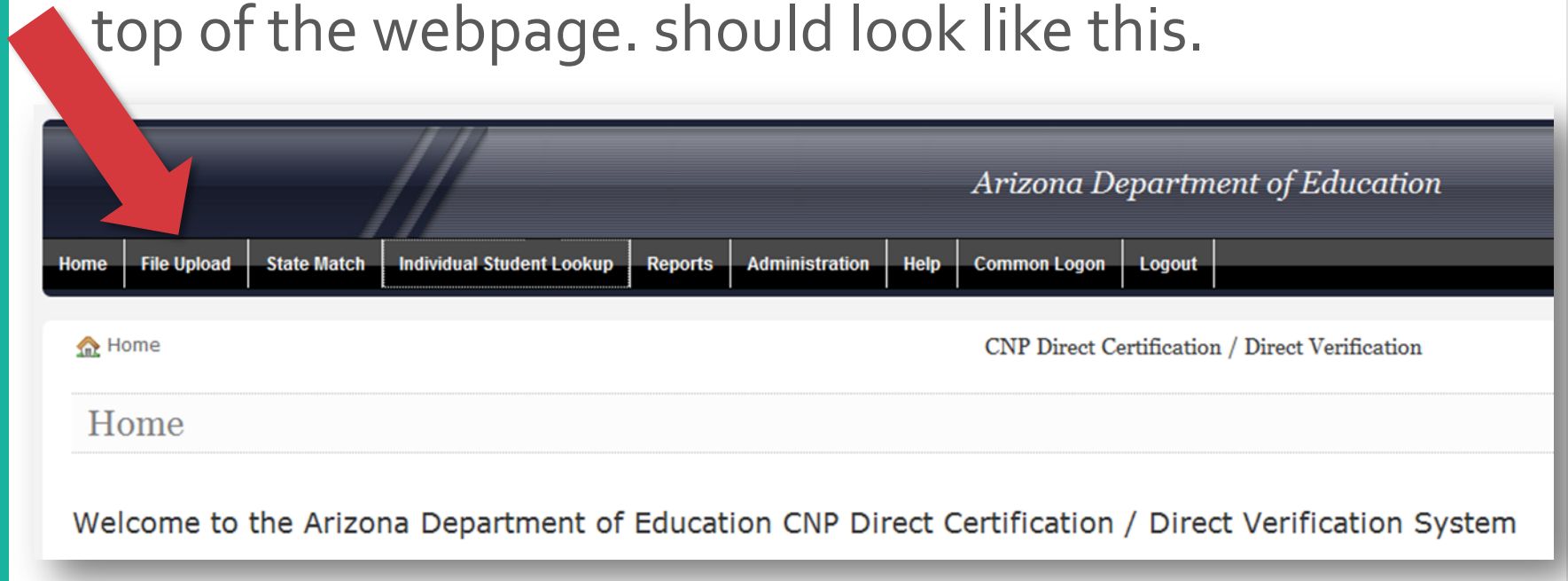
A new screen will load. It should look like this.



Uploading the Excel Spreadsheet

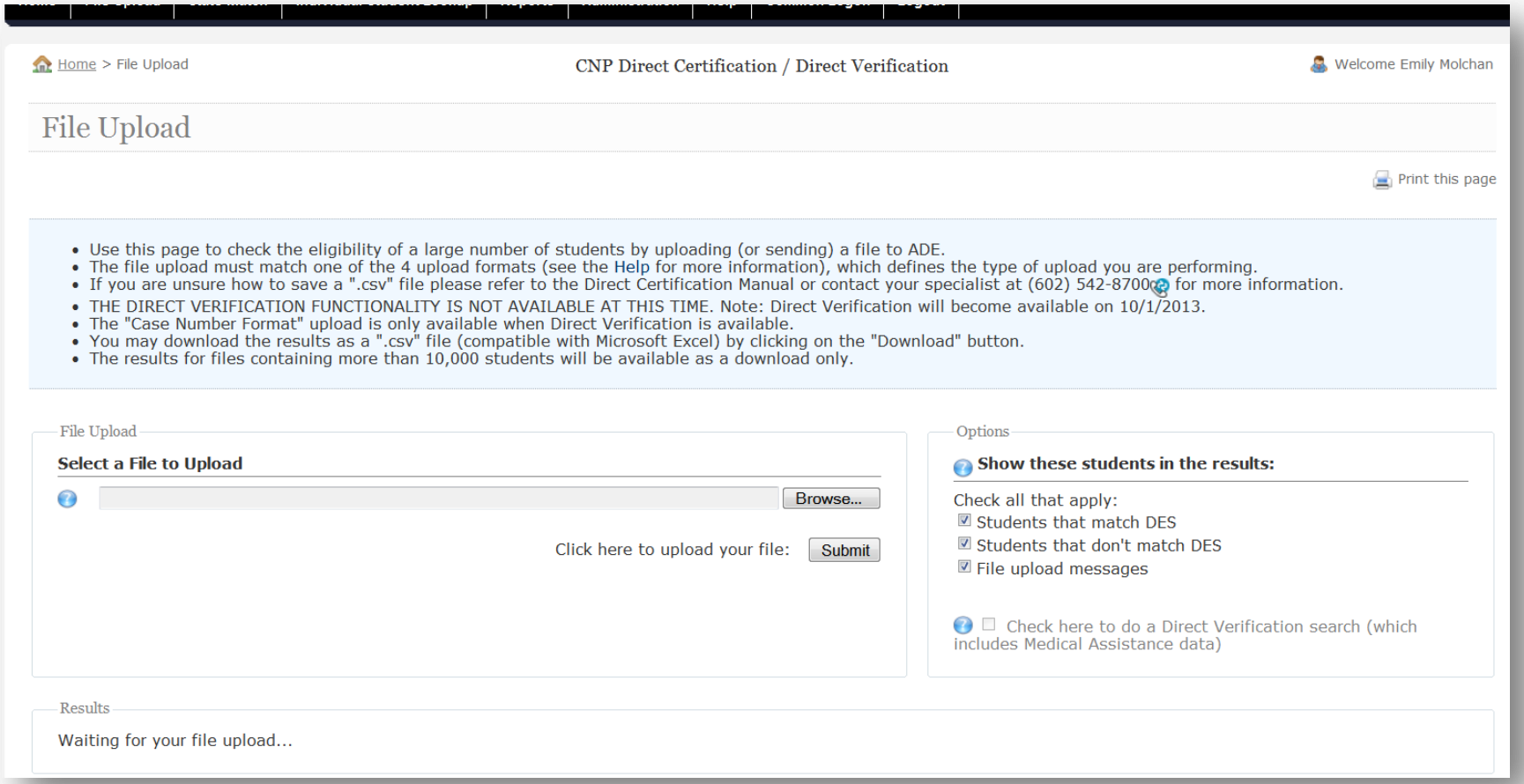
Uploading the Excel Spreadsheet

16. Click on the option in "File Upload" found at the top of the webpage. should look like this.



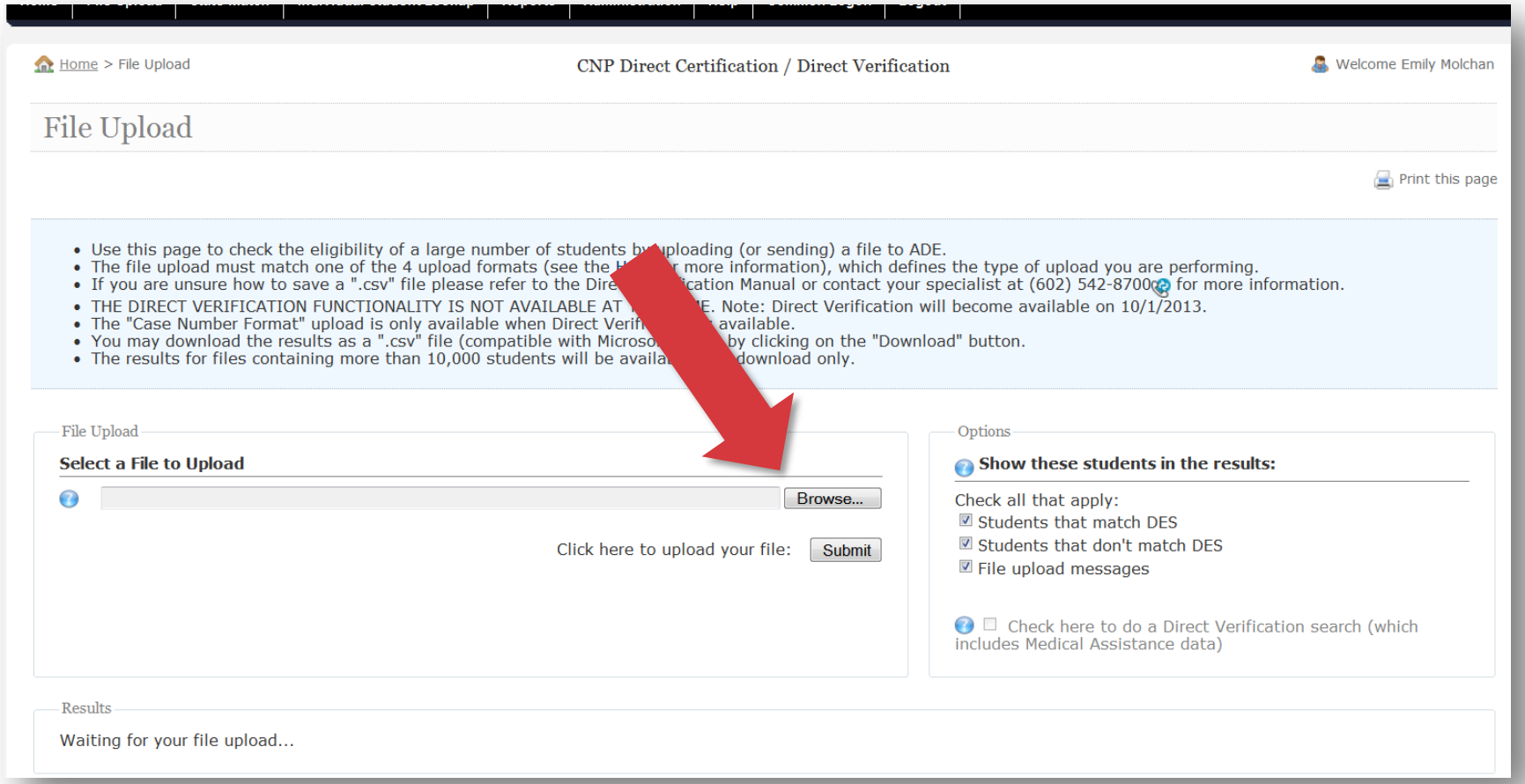
Uploading the Excel Spreadsheet

Once you have selected "File Upload", the webpage should look like this:



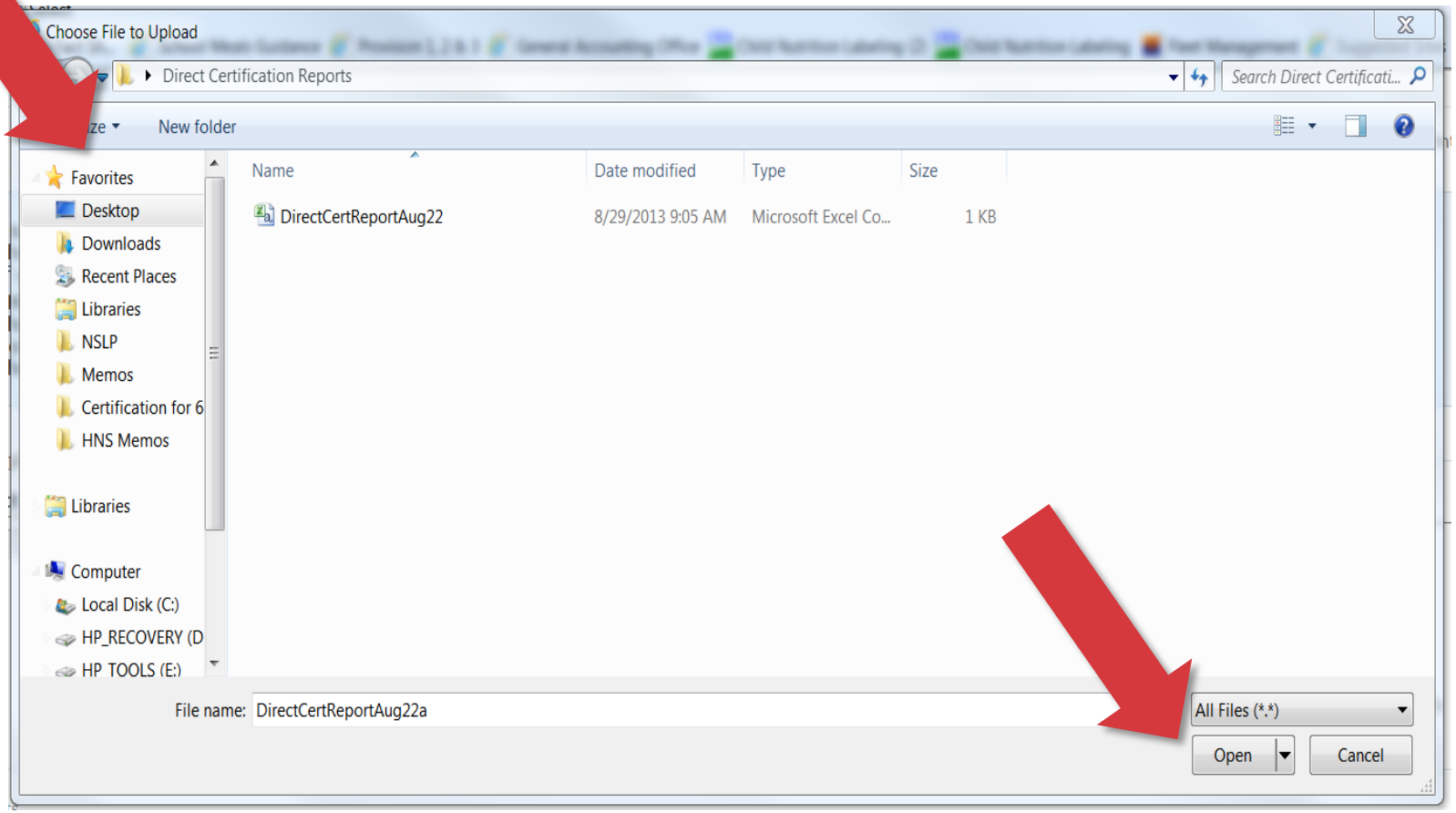
Uploading the Excel Spreadsheet

17. Click on the "Browse" button to upload the excel file created above.



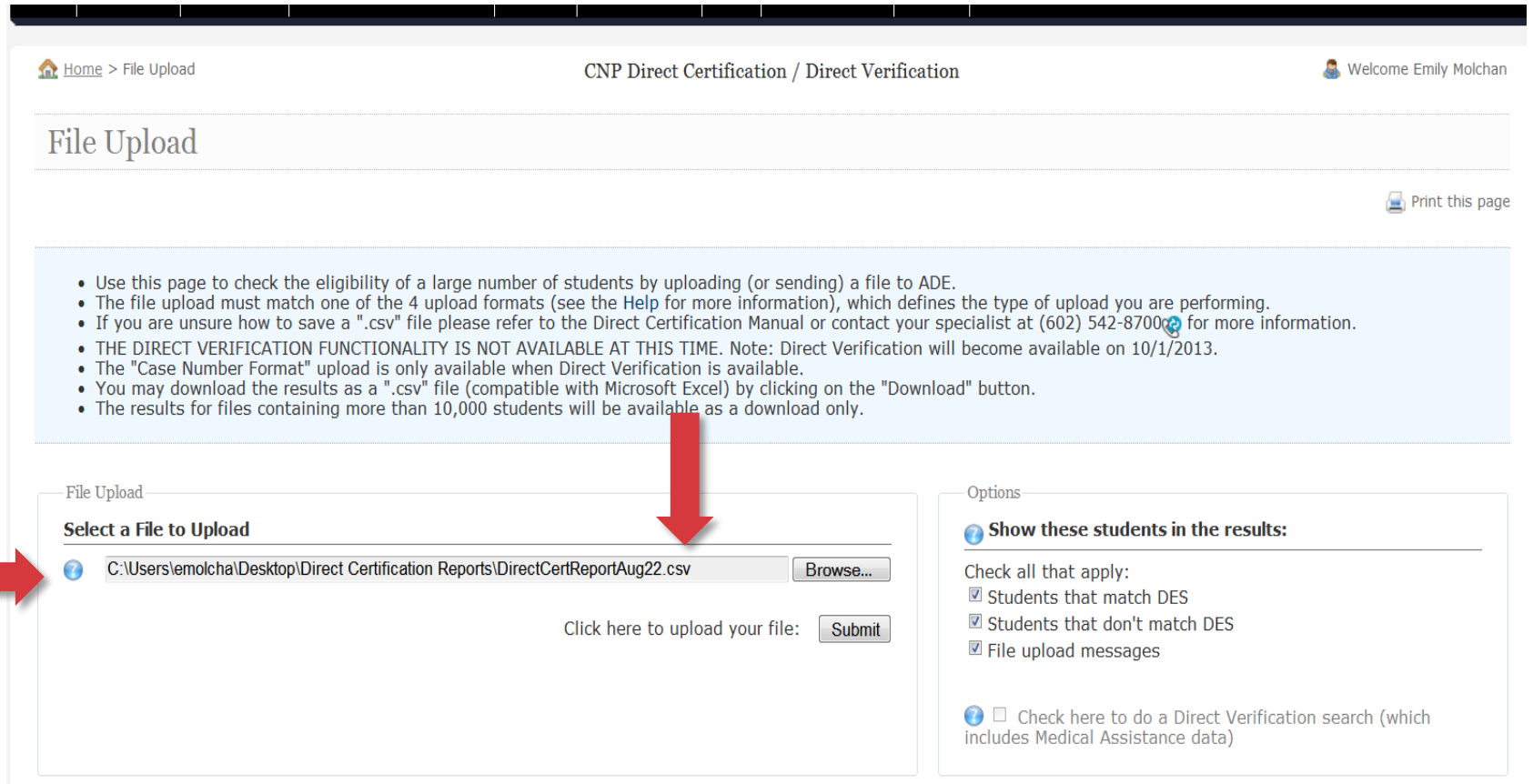
Uploading the Excel Spreadsheet

18. By clicking "Browse" a window will come up that looks like this. Find where you saved the excel file. Click "Open".



Uploading the Excel Spreadsheet

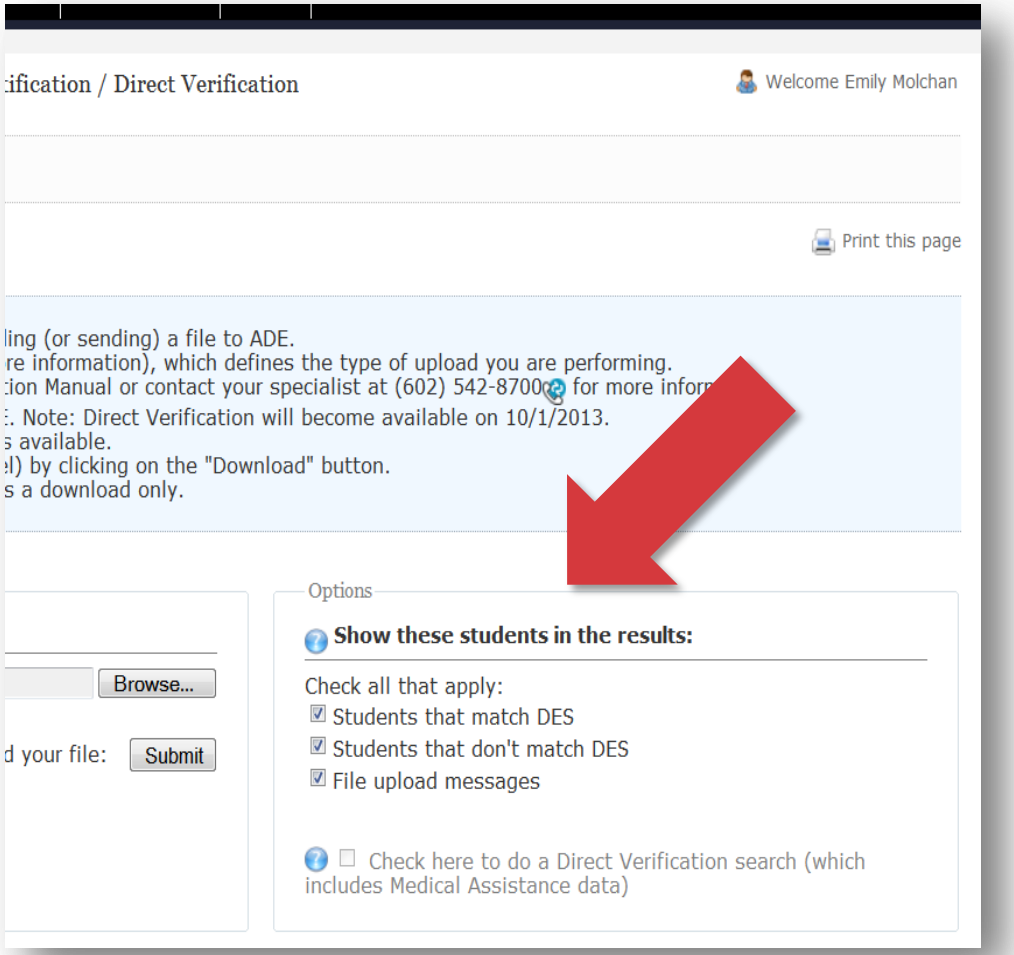
The field below should be filled with the file with a ".csv" ending.



The file MUST be a CSV file. Check the end of your file name in the field. It must have a ".csv".
If it is a ".xls", the report will not run.

Uploading the Excel Spreadsheet

19. Choose how you want to view your results.



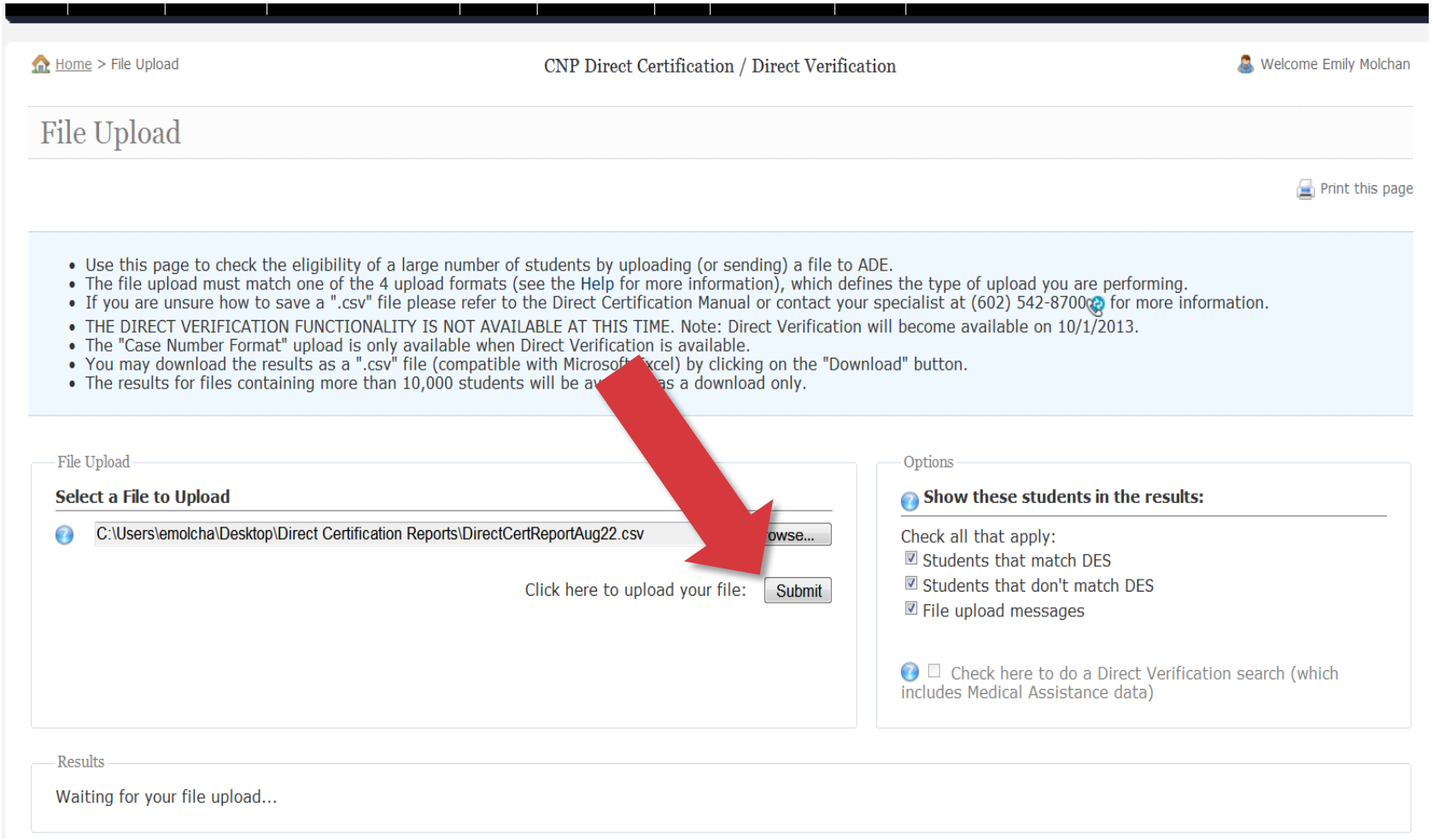
- **By choosing only "Students that match DES" the report will show matches.**
- **By choosing only "Students that don't match DES" the report will show no matches.**
- **By choosing both boxes, the report will provide matches and no-matches.**
- **By choosing "File upload messages", the report will provide error messages associated with upload.**

You may choose all three boxes.

Do not select the "Check here to do a Direct Verification search" when running a Direct Certification report. This option is ONLY to be use during Verification activities.

Uploading the Excel Spreadsheet

20. Click "Submit" to run the report.



Results of CNP Direct Certification

Changes to Results of CNP Direct Certification View effective May 2014

- ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. The DES Results column (Match or No Match) is still displayed. **LEAs must continue to utilize the DES Results column to determine if a student is Directly Certified**. Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view Step-by-step Instruction for using the CNP Direct Certification system.

File Upload Results

Your results page will look like this for the Standard Format:

Results

Processed as:	Standard		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:03 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	8	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	8
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	carson	millers	12/02/1991	No Match						
2	Jessica	Aldroff	10/29/2001	No Match						
3	Faith	Harlton	08/23/2003	No Match						
4	Tyran	Boss	06/19/2004	No Match						

Do NOT close the window. Go to the next slide for two options to save the report.

File Upload Results

You must keep this report for your records.

#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.

Results

Processed as:	**Standard**		
Prepared by:	**Mia Calamia**	Date Prepared:	**5/28/2014 8:03 AM**
Direct Verification:	**No**	Displaying:	**Matches , Non-Matches**
Records Processed:	**8**	Validation Errors Found:	**0**
Matches Found:	**0**	Non-Matches Found:	**8**
SNAP Matches:	**0**	MA Matches:	**0**
TANF Matches:	**0**	Foster Matches:	**0**

Click here to download your results:

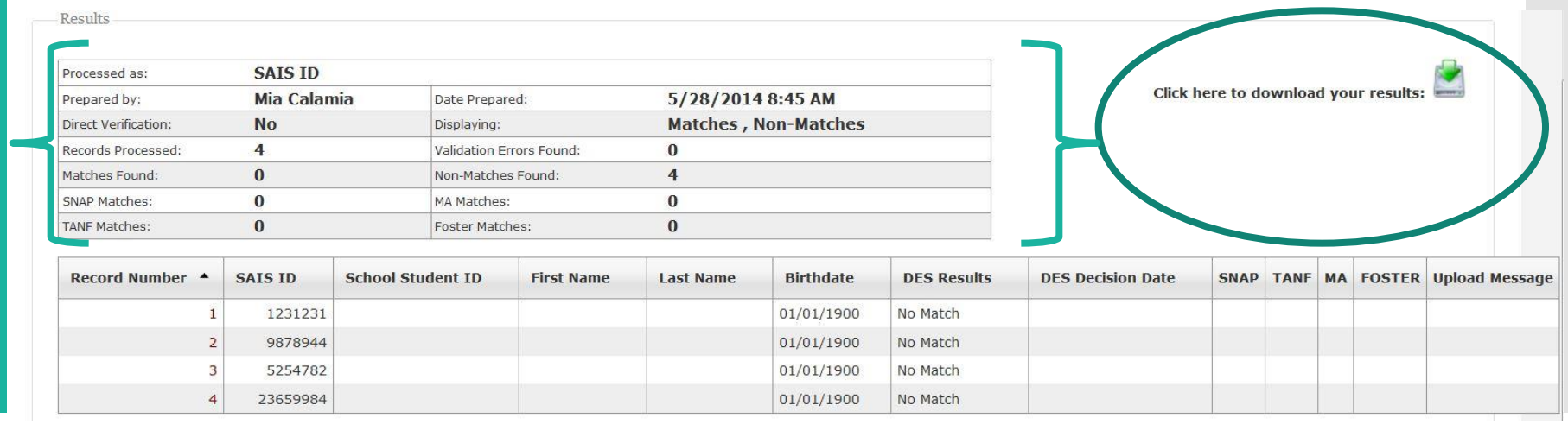
Record Number ▲	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	carson	millers	12/02/1991	No Match						
2	Jessica	Aldroff	10/29/2001	No Match						
3	Faith	Harlton	08/23/2003	No Match						
4	Tyran	Boss	06/19/2004	No Match						

The CNPWeb Direct Certification application does NOT save your full report. The webpage only records a report has been run. Once user closes out of window, user must re-upload the file to get the results.

Report Results FAQ

Q1. Do I need to download my results or can I just print the webpage?

Whichever method works better for the user. Upon request, the SFA must provide a copy of the original report and the date it was collected. ***Please note: when downloaded, the top summary bar (including date report was run) is not included. ADE recommends noting the date within the file.***



Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:45 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number ▲	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1231231				01/01/1900	No Match						
2	9878944				01/01/1900	No Match						
3	5254782				01/01/1900	No Match						
4	23659984				01/01/1900	No Match						

Report Results FAQ

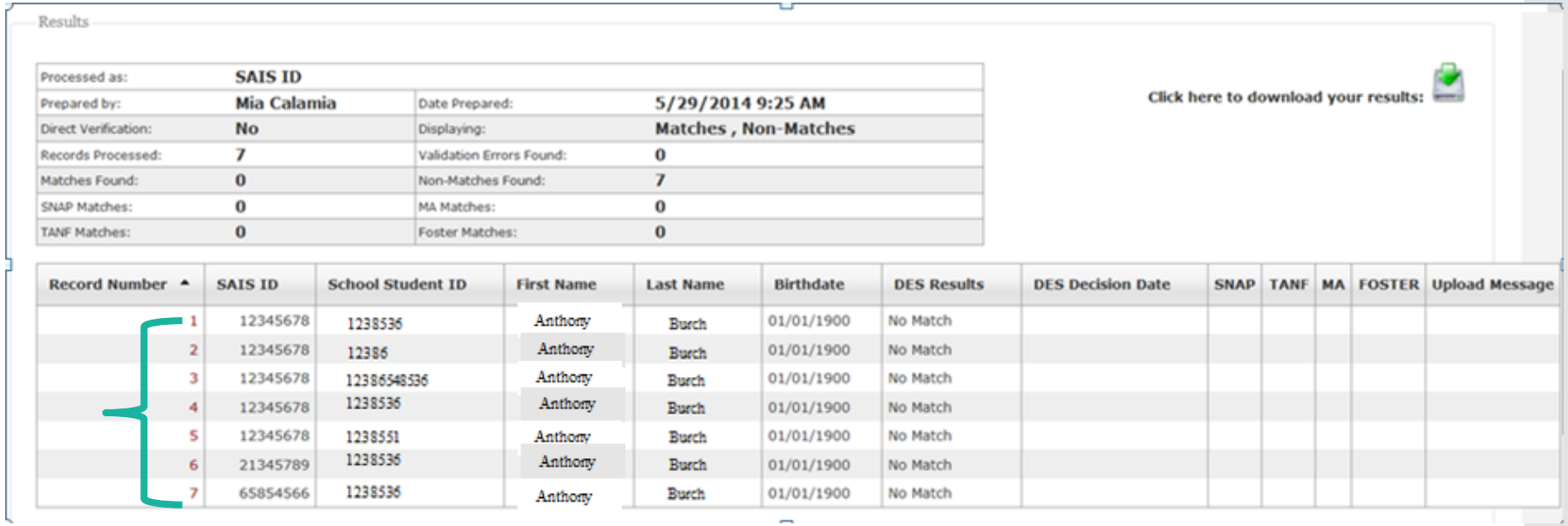
Q2. Would ADE accept my Direct Certification report if I copied the results of "Match and No Match" information onto an excel spreadsheet?

ADE will ask to see the original report created from the search. The SFA must keep the original search results format from the webpage or downloaded results. As long as the SFA has at least one copy in its original form, the SFA can copy the results into their own format.

Report Results FAQ

Q3. Why is the student showinging up more than once?

The may have been given multiple School Student IDs (i.e. transferred schools). The database will list ALL School Student IDs given to that student who has is only granted one SAIS ID. However, the DES result will be the same for all different School Student IDs.



Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/29/2014 9:25 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	7	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	7
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

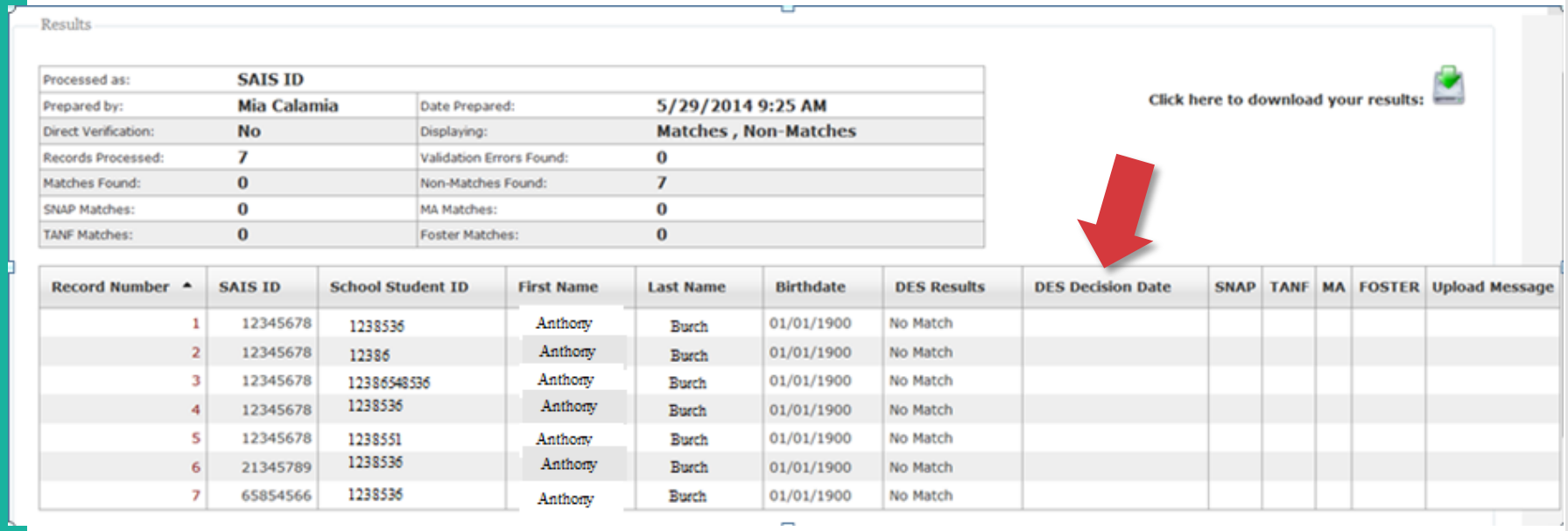
Click here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						

Report Results FAQ

Q4. On my results page, is it ok if the column "Decision Date" is blank?

Yes, it is ok if the column Decision Date is blank on the results report.



Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/29/2014 9:25 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	7	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	7
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						

Report Results FAQ

Q5. On my results page, if there is a "Decision Date" next to the student, does their FREE meal benefits start at that date?

No, the student is directly certified and begins receiving free meal benefits the date the report was run and the first time they are "Matched" within the program year.

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:35 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	72	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	72
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

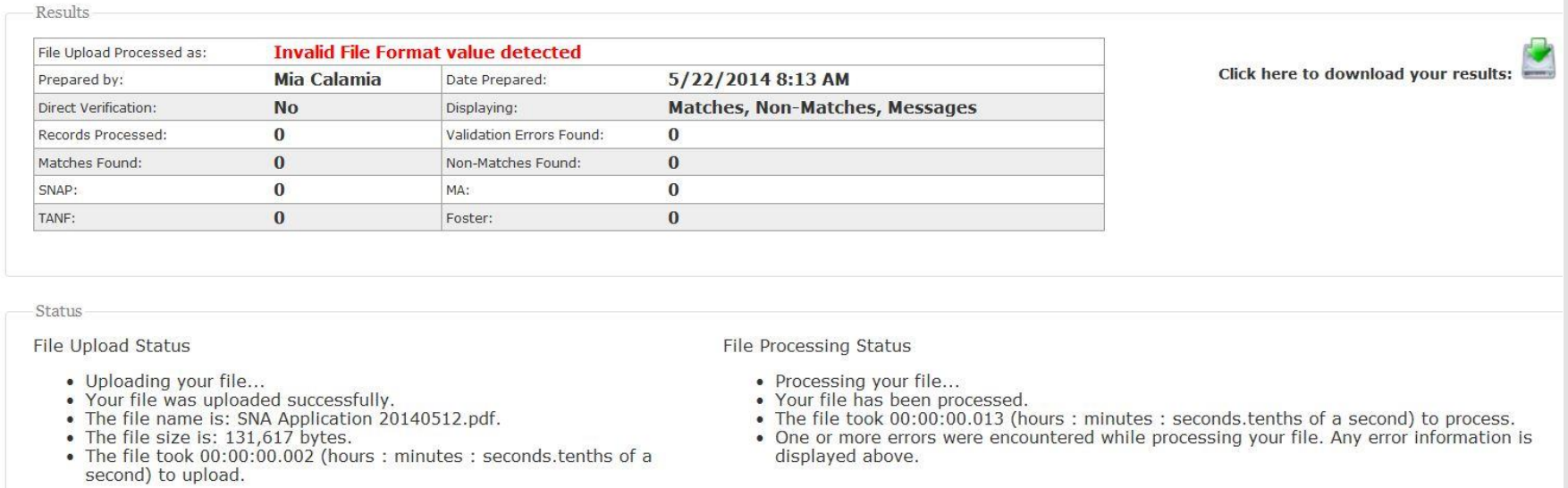
Click here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1235268	0023526231	Anthony	Burch	11/10/1996	11/15/00	12/15/2013					

Upload Errors

Upload Error Messages

Invalid File Format value detected



Results

File Upload Processed as:	Invalid File Format value detected		
Prepared by:	Mia Calamia	Date Prepared:	5/22/2014 8:13 AM
Direct Verification:	No	Displaying:	Matches, Non-Matches, Messages
Records Processed:	0	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	0
SNAP:	0	MA:	0
TANF:	0	Foster:	0

Click here to download your results:

Status

File Upload Status

- Uploading your file...
- Your file was uploaded successfully.
- The file name is: SNA Application 20140512.pdf.
- The file size is: 131,617 bytes.
- The file took 00:00:00.002 (hours : minutes : seconds.tenths of a second) to upload.

File Processing Status

- Processing your file...
- Your file has been processed.
- The file took 00:00:00.013 (hours : minutes : seconds.tenths of a second) to process.
- One or more errors were encountered while processing your file. Any error information is displayed above.

If you receive this error:

- Ensure the file you have uploaded has the word "Standard" typed in the first row, first column (cell A1)

Upload Error Messages

No Matches

If you receive this error:

- Ensure Record Number is the first column
- Ensure **First name is second column** and **Last name is the third column**

Technical Assistance

If you have any questions on the eligibility when certifying children with Direct Certification, use:

The Eligibility Manual for School Meals found at:

http://www.azed.gov/health-nutrition/nslp/manuals/

For other Direct Certification upload methods, refer back to the ADE webpage